



EVEREST FUEL

Powerful Savings and Comprehensive Service.

S.A.F.E.
Standards
Manual

Version 1.0

S.A.F.E. Standards Manual

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1. Purpose

1.1. General

1.1.1. This represents the Everest Fuel Operational Standard for Fixed Base Operators (FBO) and Ground Handling Service Providers (GHSP). Everest Fuel aligns with premier FBO's and GHSP's in the industry to provide both internal and external customers with the best price, value and experience in the industry. Working cooperatively with our partners, the private aviation industry, and proactively engaging with national and international standards recommendations, we're able to work with our partners to provide White Label and Red Label levels of safety and service.

1.2. Applicability

1.2.1. The standards contained within this document have been developed in conjunction with the FBO industry, established Operational Best Practices (OBP), FAA approved fuel handling training, international fuel and handling standards, fire safety standards, and our partners. Flexibility within the standards allows for partner companies to tailor for their operations and omit what is not relevant.

1.3. Variance/Waiver

1.3.1. A variance or waiver to the policies and procedures in this document that will not compromise fuel quality, safety or security may be granted. A request for variance or waiver must be made in writing to Everest Fuel and shall include.

1.3.2. Requirement from which the variance or waiver is being requested.

1.3.3. Explanations as to why compliance to the requirement is not possible or practical

1.3.4. Alternate means of compliance to be considered for approval of request.

1.3.5. Period of time for which variance or waiver is to be effective.

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1.4. Registration

- 1.4.1. Those companies who wish to do business with Everest Fuel can register as an approved service provider. Registration is taken to mean that the service provider will adhere to the standards contained within this document.



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2. Introduction

2.1. Company Background

2.1.1. Everest Fuel is a leading provider of aviation fuel management services in North America. As part of Directional Aviation Capital (DAC), Everest Fuel is a member of a large portfolio of dedicated business aviation companies to include 4Air, AEG Helicopters, Constant Aviation, Corporate Wings, Flexjet, FX Air, Halo, Nextant Aerospace, Private Fly, Reva, Sentient Jet, Simcom Aviation Training, Sirio, Sojourn Aviation and Tuvoli. Providing fuel management services to DAC companies as well as external business aviation customers, Everest Fuel has proven to be one of the largest fuel purchasers in the industry.

2.2. Fundamental Principals

2.2.1. The company is founded on three fundamental principles which we look for in our supplier partners: employees are the foundation of the company, fanatical attention to detail, and long-term approach to relationships.

2.2.1.1. Employees are the Foundation of the Company - Providing premium aviation services is dependent on the loyalty and dedication of our employees. To strengthen the foundation, employees must be treated with courtesy and respect.

2.2.1.2. Fanatical Attention to Detail - Perception is reality. As such, paying attention to details ensures a safe operation and makes a statement to our customers that we care and understand their needs.

2.2.1.3. Long-Term Approach to Relationships - Long-term relationships with customers, employees and vendors are valuable assets to the company. Preserving these relationships is important and we need to be sensitive and responsible for their maintenance.

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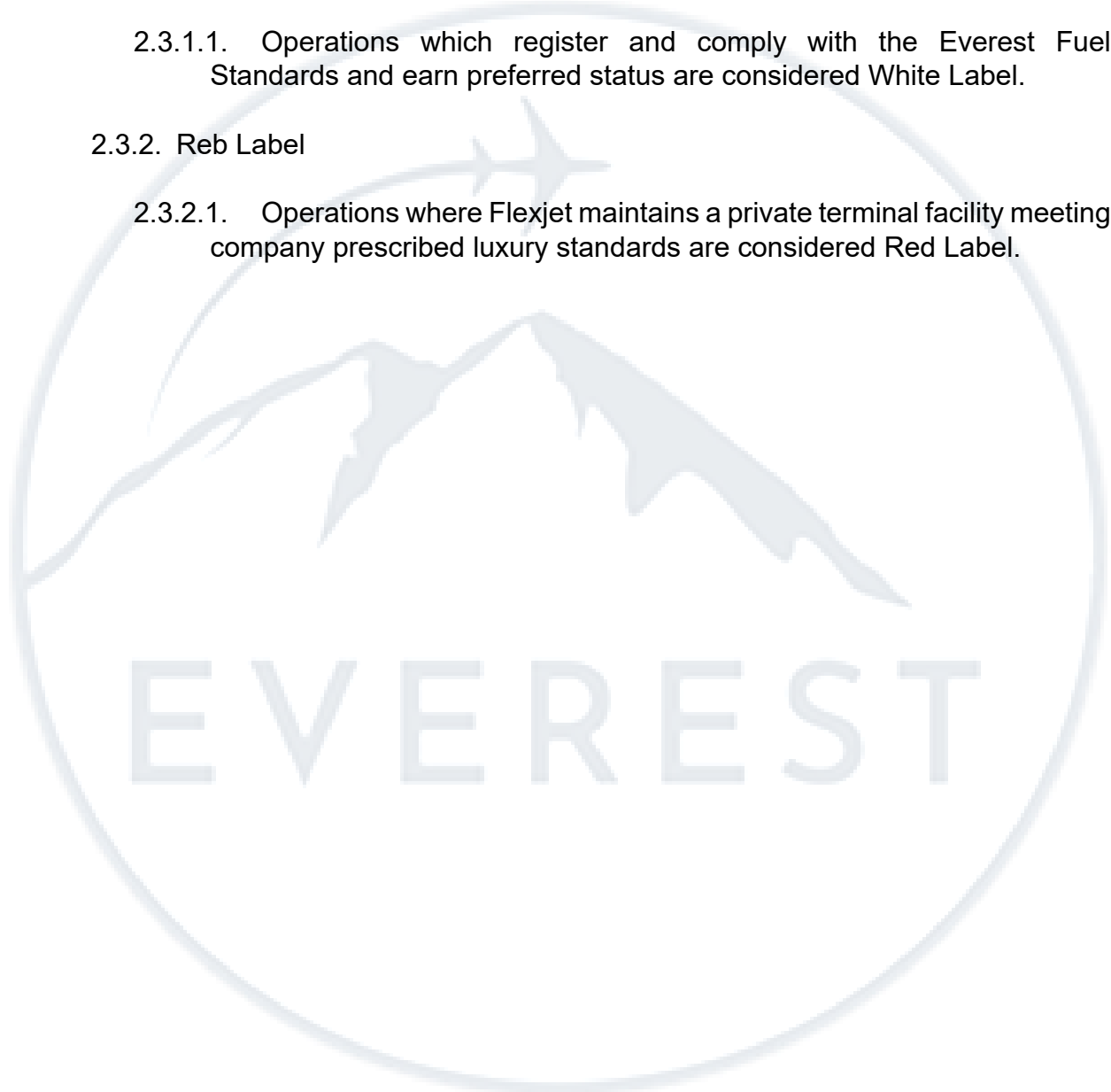
2.3. White Label and Red Label Operations

2.3.1. White Label

2.3.1.1. Operations which register and comply with the Everest Fuel Standards and earn preferred status are considered White Label.

2.3.2. Red Label

2.3.2.1. Operations where Flexjet maintains a private terminal facility meeting company prescribed luxury standards are considered Red Label.



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3. Training

3.1. Approved Training Programs

3.1.1. FAA Approved Training

3.1.1.1. Training programs include those approved by the FAA to address 14 CFR 139.321 training. Programs are updated quarterly by the FAA under AC150/5230-4B – Aircraft Fuel Storage, Handling, Training, and Dispensing on Airports.

https://www.faa.gov/regulations_policies/advisory_circulars/index.cfm/go/document.information/documentID/1020394

3.1.2. International

3.1.2.1. Fuel handling and dispensing training which adheres to the most current version of the International Air Transport Association (IATA) IOSA Standards Manual, Section 6 Ground Handling Operations (GRH) is accepted.

3.2. Security Training

3.2.1. Operator shall have a security plan, training curriculum and records of program completion to prevent and reduce unlawful interference. Topics covered but not limited to include those designated by their governing authority, local airport, and site-specific requirements.

3.3. Emergency Response Plan (ERP) Training

3.3.1. All staff should be trained to and familiar with the location's ERP with records of training.

3.4. Occupational Health and Safety Considerations

3.4.1. The location shall have a process to identify and comply with all local and national occupational health and safety laws, training, and requirements.

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3.5. Airside Training

3.5.1. The location shall have an airside training program for those working in the Airport Operations Area (AOA) which includes records for initial and recurrent training.

3.6. Certification

3.6.1. The location shall ensure that staff comply with all national and local requirements and have a process to ensure all training requirements are met.

3.7. Record Keeping

3.7.1. Operator will retain records of all training, both study and practical, ensuring all training events have been completed with the date of completion for all operational ground handling personnel.

3.7.2. Records will be retained as specified by applicable regulations.

3.7.3. Records will be made available for review by Everest Fuel.

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4. Service Expectations

4.1. Security of Confidential Information

4.1.1. Operator agrees to hold all company and customer information confidential and in confidence. Operator and its employees will not disclose any confidential information to a Third Party. This includes but is not limited to:

4.1.1.1. Information regarding a customer to any third party without consent.

4.1.1.2. Information regarding a customer to media outlets or their associates.

4.1.1.3. Information regarding a customer for the purposes of any publication or distribution.

4.1.1.4. Photographic or audio recording(s) of a customer.

4.2. People

4.2.1. Employees are the single greatest asset of a service provider and are on the front-line facing customers. Everest Fuel's first Fundamental Principal states employees are the foundation of a service organization. Providing premium aviation services is dependent on the loyalty and dedication of employees. The Company believes that in order to strengthen this foundation, employees must be treated with courtesy and respect. As such, having the right people is necessary.

4.2.1.1. Screening

4.2.1.1.1. Operator shall conduct an employment background check for all employees to include driving record. Fingerprint-based criminal history checks are required for any individual having unescorted access to a Security Identification Display Area (SIDA).

4.2.1.1.2. Operator shall have a pre-employment drug screening program for all employees who interact with Everest Fuel customers.

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4.2.1.2. Standards of Conduct

4.2.1.2.1. Perception is reality in a customer's mind. Fanatical attention to detail shall be shown for all Everest Fuel customer trips. Paying attention to detail ensures a safe operation and makes a statement that the operator cares and understands the customer's needs, even those unexpressed. This includes but is not limited to personnel interaction with customers, thorough and timely completion of service requests, assistance with third party vendor requests, and proactive communication with the Company & its customers.

4.2.1.2.2. Courtesy and respect shall be shown in all interactions with Everest Fuel customers.

4.2.1.2.3. Positive acknowledgement of Everest Fuel customers shall be shown when entering or leaving facilities.

4.2.1.2.4. Anticipation of Everest Fuel customer needs should be proactively acted upon.

4.2.1.2.5. The approach to conflict resolution should be to not leave an Everest Customer until the problem is resolved.

4.2.1.3. Uniform Standards

4.2.1.3.1. Perception is reality and an employee's appearance is a reflection of the operation. Uniforms should be of a professional look for customer service and line service employees. Uniforms and associated gear (jackets, outerwear, hats, footwear, safety vests, gloves, belts, etc.) should be of good quality, clean and free of heavy soiling or excessive wear.

4.2.1.3.1.1. When working on the AOA, individuals shall wear reflective or high visibility gear (uniforms, vests, overcoats, etc.).

4.2.1.4. Whistles or other audible devices are important pieces of equipment for line service safety and shall be used in hangar and ramp areas to signal potential safety issues. These should be considered part of one's uniform.

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4.2.1.5. Facilities and Amenities

4.2.1.5.1. General - The Operator's Facility is the front door to their city/region and should reflect such in a positive manner. As Everest Fuel aligns with the best operators, it is expected that the operator demonstrates their best in facilities and amenities.

4.2.1.6. Exterior Appearance

4.2.1.6.1. Street Side - Landscaping should be well maintained and free from heavy overgrowth. Exterior lighting in vehicle parking areas should be adequate and fully operational. Parking spots should be appropriately lined and visible. Exterior of building should be properly maintained, free of defects and clean. Trash receptacles should be emptied when approaching full. Designated smoking areas should be located away from door entrances as set by local ordinances.

4.2.1.6.2. Ramp Side - Ramp should be in good condition, free of safety concerning defects and free of Foreign Object Debris (FOD). Taxi lines should be clearly marked. Landscaping should be well maintained and free from heavy overgrowth. Exterior lighting should be adequate for safe night operations. Exterior of building should be properly maintained, free of defects and clean. Trash receptacles should be emptied when approaching full. Ground Service Equipment (GSE) and vehicles should be parking in designated areas. There should be no designated smoking areas in the Airport Operations Area.

4.2.1.7. Signage

4.2.1.7.1. Street Side - Operator shall have adequate street signage to lead customers to the facility.

4.2.1.7.2. Terminal Building - Terminal building should have sufficient signage, both street side and ramp side, to identify the operation. The signage shall be well lit at night.

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4.2.1.8. Facilities

- 4.2.1.8.1. Perception is a broad spectrum of things that the customer or employee sees, hears, smells, or looks at, even if they are only in the facility for a short period of time.
- 4.2.1.8.2. Cleanliness is an unexpressed expectation of every customer which is why the operator shall maintain uncompromising levels of cleanliness. This includes but is not limited to windows, lobby, customer service counter, trash receptacles, restrooms, and all common areas.
- 4.2.1.8.3. Lobby and public spaces shall appropriately reflect both facility's architecture and locale. The furnishings, artwork and materials shall be clean, contemporary, upscale, and free from defects. There shall be multiple small-scale seating areas for private conversations and open, public areas for group activities.
- 4.2.1.8.4. Flight Planning Area shall have computers with internet access and printers. Courtesy phones and radios for filing flight plans are optional.
- 4.2.1.8.5. Restrooms shall be maintained to an uncompromising level of cleanliness. Counter tops should be wiped clean to prevent pooling for water. Trash receptacles shall not be overflowing. Amenities such as toilet paper, tissue paper, cloth quality paper or hand towels, soap, and hygienic items shall be available and well stocked.
- 4.2.1.8.6. Crew areas shall maintain an uncompromising level of cleanliness. Seating shall contain recliners at a minimum. The furnishings, artwork and materials shall be clean, contemporary, upscale, and free from defects. A television with cable/satellite access is required. Snooze rooms and showers are optional while amenities such as blankets, pillows and toiletries should be available on request.
- 4.2.1.8.7. Conference facilities with phone shall be available. Multimedia equipment with associated wiring is favorably viewed as a value-added service.

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4.2.1.9. Customer Amenities

4.2.1.9.1. Refreshments

4.2.1.9.1.1. Complimentary beverages such as coffee, tea and water shall be available for Everest Fuel customers. Sodas and bottled water are favorably viewed as a value-added service.

4.2.1.9.1.2. Snacks shall be prepackaged to ensure sanitation and safety. If complimentary snacks are not provided, vending options shall be available.



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5. Airport Operational Procedures

5.1. Airport Operations Area (AOA) Access

5.1.1. The Operator shall have defined policies and procedures regarding controlled access through terminal and hangars and escorting of non-badged individuals onto the AOA.

5.2. Third Party Vehicle Access

5.2.1. The Operator shall have defined policies and procedures regarding escorting third party vehicles (customer, vehicle for hire, vendor, rental, etc.) onto and off the AOA.

5.2.2. The Operator shall have clearly defined policies and procedures regarding the acceptance, security, and release of customer vehicles to include presenting vehicles ramp side upon aircraft arrival.

5.2.3. The Operator shall have clearly defined policies and procedures regarding the acceptance, security, and release of rental vehicles to include presenting vehicles ramp side upon aircraft arrival.

5.2.4. The Operator shall have clearly defined policies and procedures regarding the screening and escorting of professional vehicle for hire service providers.

5.2.5. The operator shall have clearly defined policies and procedures regarding restricting AOA access to taxi and rideshare vehicle access.

5.3. Safety Risk Management

5.3.1. The Operator shall have a hazard identification program for ground handling operations that includes a combination of reactive and proactive methods of hazard identification, and a process of safety data analysis that identify existing hazards, and may predict future hazards, to aircraft operations.

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5.4. Foreign Object Debris (FOD)

- 5.4.1. The Operator shall perform periodic FOD checks to ensure ramp areas are clear.
- 5.4.2. The operator shall have FOD containers for the disposal of collected FOD which shall be emptied frequently.

5.5. Severe Weather Plan

- 5.5.1. The operator shall have a severe weather plan to ensure the safety of customers, flight crews, employees, and equipment.
- 5.5.2. The severe weather plan will address the planning for a severe weather event, actions taken during the event, and the resumption of operations after the event.

5.6. Line Service Equipment

- 5.6.1. Line Service Equipment shall be maintained in operational condition and free from defect.
- 5.6.2. The Operator shall have a documented Lock-Out Tag-Out procedure for removing equipment from service when not in operational condition.
- 5.6.3. Line Service Equipment not in operational condition and free from defect shall be marked as Lock-Out Tag-Out and removed from service, not to be used to service Everest Fuel customers until fully repaired and placed back in service.
- 5.6.4. When not in use, line service equipment shall be parked in designated parking areas, parking brake applied, and chocked to ensure equipment is secured.

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5.7. Aircraft Arrivals and Departures

5.7.1. Marshalling

5.7.1.1. The operator shall use marshal aircraft, for both arrival and departure, utilizing hand signal, which conform the those in the most current version of the Aeronautical Information Manual (AIM) for both fixed wing and helicopter operations.

5.7.2. Wands – Day and Night

5.7.2.1. Wands shall be used for marshalling aircraft during arrivals and departures. Lighted wands shall be used during night operations.

5.7.3. Wing Walkers

5.7.3.1. Wing walkers shall be used for arrivals and departures to ensure appropriate clearance between aircraft surfaces and potential obstructions.

5.7.4. Chocks

5.7.4.1. Chocks shall be constructed of rubber and be of appropriate size for aircraft used.

5.7.4.2. The Operator shall double chock aircraft at the nose wheel and the main gear when parked. For aircraft with large tail sections and/or aft center of gravity which tend to weathervane in high wind or jet blast conditions, the aircraft shall be triple chocked.

5.7.5. Cones

5.7.5.1. Cones shall be placed at exposed points around the aircraft (wing tips, nose, and tail) when parked.

5.7.6. Welcome Mat

5.7.6.1.1. Welcome mat shall be placed at aircraft door for aircraft arrivals and departures and secured when not in use.

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5.7.7. Parking

5.7.7.1. Short term parking shall be in an area that is well lit, observable to Operator, and clear of obstacles such as fences, access roads, taxi lanes, overlapping aircraft surfaces, and other obstructions.

5.7.7.2. Long term parking shall be in an area that is well lit, observable to Operator, and clear of obstacles such as fences, access roads, taxi lanes, overlapping aircraft surfaces, and other obstructions.

5.8. Aircraft Servicing

5.8.1. Greeting Passengers and Crew

5.8.1.1. The operator shall be available at both arrival and departure to assist the flight crew with passenger needs with personal affects, baggage, cargo or as directed.

5.8.1.1.1. The confidentiality and privacy of the flight crew, passenger(s) and aircraft is expected. Interact with the passengers only to the extent of their requests.

5.8.2. Access to Aircraft Cabin

5.8.2.1. The operator will only access the aircraft cabin when invited by the flight crew.

5.8.3. Lavatory and Potable Water Servicing

5.8.3.1. Where lavatory and/or potable water servicing is provided, the Operator shall have procedures for the proper servicing.

5.8.3.2. Where procedures are not provided, the flight crew will be consulted on the proper servicing.

5.8.3.3. Operator shall use Blue Lagoon Lavatory Liquid when servicing Everest Fuel customer's lavatories. (www.arrowmagnolia.com)

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5.8.3.4. Potable water equipment shall be cleaned and sanitized on a regular basis to ensure the highest levels of hygiene. Record keeping with dates and positive signoff of servicing will be retained and available for inspection.

5.8.4. Trash Disposal

5.8.4.1. Domestic Trash

5.8.4.1.1. Operator shall have a process for disposing domestic trash in a hygienic manner adhering to local regulations.

5.8.4.2. International Trash

5.8.4.2.1. Operator shall have a process for disposing of international trash that is approved by local and national regulations.

5.8.5. Internal and External Aircraft Cleaning

5.8.5.1. The Operator shall have a vacuum available to flight crews for the cleaning of aircraft interior carpet.

5.8.5.2. The Operator shall have a process to ensure that aircraft cleaning materials utilized will not damage surfaces or components, meeting aircraft manufacturer specifications.

5.8.5.3. Where the Operator offers internal or external cleaning services, procedures shall be documented meeting aircraft manufacturer specifications.

5.8.6. Coffee, Newspapers, and Ice

5.8.6.1. The Operator shall provide coffee, newspapers (local paper, New York Times, Wall Street Journal), and ice which are considered normal cabin service items.

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- 5.8.6.2. Coffee services shall be provided in a hygienic manner with procedures and record keeping ensuring coffee making equipment is serviced and cleaned on a regular schedule. Coffee shall be of good quality.
- 5.8.6.3. The Operator shall have a procedure to ensure ice machine is serviced on a schedule to ensure water filters are changed, machines are cleaned and sanitized, nothing is stored in machines except ice, and scoop is maintained in a clean manner.
- 5.8.7. De-ice and Anti-ice
- 5.8.7.1. Where de-ice and/or anti-ice service is offered, the Operator shall have a documented process and procedure ensuring only properly trained staff conduct this service in line with recommendations provided by the most current ICAO Manual of Aircraft Ground De-icing/Anti-icing Operations (Doc 9640), Standardized International Aircraft Ground Deice Program (SIAGDP), or other local requirements.
- 5.8.7.1.1. The Operator will ensure de-/anti-ice equipment is in proper operational condition and fluid mixtures are at documented recommendation levels.
- 5.8.7.1.2. The Operator shall establish communication between flight crew and line service staff throughout the entire de-/anti-icing process.
- 5.8.7.1.3. The Operator shall de-/anti-ice aircraft per Operators operation manual, aircraft manufacturer recommendations, and/or under the direction of the Pilot in Command (PIC).
- 5.8.7.1.4. The operator will follow the annual update on qualified fluids, holdover time guidelines and procedures.
- 5.8.8. Catering Acceptance and Delivery
- 5.8.8.1. It is the Operator's responsibility to take possession and care of catering and ensure complete order is delivered to customer aircraft in a timely manner.

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5.8.8.1.1. Upon catering delivery, Operator will ensure order delivered matches delivery receipt before a positive signature of acceptance is completed.

5.8.8.1.2. To ensure safe food handling, catering shall be placed in catering refrigerator upon receipt.

5.8.8.1.3. Catering Refrigerator

5.8.8.1.3.1. Catering refrigerator shall be maintained in secure area of facility to ensure no one except staff have access.

5.8.8.1.3.2. Catering refrigerator shall only contain customer catering.

5.8.8.1.3.3. Catering refrigerator shall be kept at a food safe temperature below 40°F or 4.4°C confirmed by and internal thermometer.

5.8.8.1.3.4. Complete catering shall be delivered to aircraft upon flight crew's request.

5.8.8.1.3.5. In event flight crew delivers catering items for storage, Operator shall retain items for no more than three days before disposing unless directed by flight crew.

5.9. Aircraft Movement

5.9.1. Customer Communication

5.9.1.1. The Operator shall have policies and procedures in place for obtaining prior authority for any movement of an aircraft when crew is unavailable.

5.9.2. Towing Operation – Ramp

5.9.2.1. Operator has policies and procedure in place to ensure aircraft towing is conducted by properly trained staff utilizing tow equipment (towbar or towbar-less tractors, towbar, towhead, etc.) rated for the aircraft being moved.

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- 5.9.2.2. Wing walker(s) shall be utilized for towing operations to ensure clearance of obstacles. If wing walker is not available, ask flight crew to assist. Towing operations shall not take place without a wing walker.
- 5.9.2.3. Wing walkers shall utilize audible devices (whistle, airhorn, radio, etc.) to communicate with tow driver in loud ramp environment.
- 5.9.2.4. Tow driver, overseeing towing operation, will ensure a tow plan is communicated to wing walkers as to route, destination, potential obstructions or hazards, expectations, and contingency plans.
- 5.9.2.5. Aircraft surfaces shall not overlap other aircraft surfaces, equipment, fencing, access roads or other potential hazards.
- 5.9.2.6. If tow driver loses visual contact with wing walker, towing operation will immediately stop.
- 5.9.2.7. If aircraft surfaces are within immediate contact of a hazard, wing walker will sound audible device alerting tow driver to stop tow.
- 5.9.2.8. Aircraft shall not be parked within two feet of other aircraft or within the arc of an aircraft propeller.
- 5.9.2.9. Once tow is complete, aircraft shall be chocked and coned before disengaging towbar/tow vehicle and removal of all tow equipment.
- 5.9.3. Towing Operations – Hangar
- 5.9.3.1. Refer to section 5.9.2 Towing Operations – Ramp
- 5.9.3.2. A second wing walker and/or tail spotter shall be used to ensure aircraft surfaces are clear of all obstacles and obstructions including but not limited to hangar walls, equipment, other aircraft, etc.
- 5.9.3.3. Hangar doors shall be completely open prior to tow in or out of a hangar.
- 5.9.3.4. Hangar door heights shall be confirmed to ensure proper clearance with aircraft tail height.

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5.10. Hangar Facilities

5.10.1. Compliance

5.10.1.1. Aircraft hangar structures need to prevent the ingress of rain, hail, snow, ice, wind, and dust, with floors sealed to minimize dust generation, providing protection from normal local weather expected annually.

5.10.1.1.1. Access

5.10.1.1.1.1. Hangar access shall be monitored, and access restricted to approved individuals or those under escort.

5.10.1.1.2. Smoking

5.10.1.1.2.1. Smoking shall not be permitted in hangars.

5.10.2. NFPA 409 (Standard on aircraft hangars) and NFPA 410

5.10.2.1. Hangars should be constructed with fire suppression systems and outfitted with fire extinguishers, clear of obstructions, inspected and in operational condition per National Fire Protection Association (NFPA) 409 and 410 or per local regulation.

5.10.3. Hazard Review

5.10.3.1. A regular hazard review of hangar facilities will be conducted to mitigate slip, trip, and fall hazards; striking hazards caused by equipment or unprotected static wicks; door and window hazards; electrical, chemical or inhalation hazards; or other hazards identified through the course of observations and operations.

5.10.4. Cleanliness

5.10.4.1. Hangar will be maintained to a high-level of cleanliness.

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5.10.5. Fire Extinguishers

5.10.5.1. Fire extinguishers shall be clearly identified, free from obstructions, maintained and inspected per NFPA Standards, local or state requirements.



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6. Fueling

6.1. Operator shall have a policy and procedure addressing the proper fuel servicing of aircraft, the maintenance of fuel storage facility and refuelers, fire protection, spill containment, misfuelling prevention, and quality control to ensure delivery of on-specification uncontaminated fuel to Everest Fuel customers. Policy and training shall comply with the recommendations of the most current version of ATA Spec 103, Joint Inspection Group 4 (JIG4), Section 6 of the IATA IOSA Program, NFPA 407 and/or local regulatory requirements.

6.2. Fuel Servicing

6.2.1. The operator shall have a written procedure for the fuel servicing of aircraft.

6.2.1.1. Aircraft Doors and Panels

6.2.1.1.1. Operator shall have a policy and procedure for operating aircraft doors and panels.

6.2.1.1.2. The operator shall conduct a visual inspection prior to aircraft departure to ensure all doors and panels are closed and secured.

6.2.1.2. Operator shall have policies and procedures to prevent fires and accidents during fueling.

6.2.1.3. Spill Prevention, Control and Countermeasure (SPCC)

6.2.1.3.1. The operator will have an SPCC plan

6.2.1.3.2. Spill containment materials will be located on refueling equipment.

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6.2.1.4. Operator shall have a policy for misfuelling prevention designed to conform with EI 1597 procedures for over-wing fueling to ensure delivery of the correct fuel grade to an aircraft.

6.2.1.4.1. Fuel Orders will include the grade of fuel requested, quantity of fuel to be delivered with instruction on fuel tank distribution, and registration of aircraft to be fueled.

6.2.1.4.2. Grade selected over-wing Fueling nozzles shall be used. Jet A utilizing a wide (oval) spout. Aviation gasoline utilizing a round spout.

6.2.1.4.3. Fueling will not begin until receiving a proper fuel order and grade of fuel is confirmed with the over-wing fuel grade decal matches the grade on the refueler.

6.2.1.5. Diesel Exhaust Fluid (DEF)

6.2.1.5.1. Operator shall have a DEF policy to include

6.2.1.5.1.1. DEF will be stored and locked in a different area than aviation fuel additives (fuel system icing inhibitor and others).

6.2.1.5.1.2. DEF handling and servicing shall be limited to trained personnel.

6.2.1.5.1.3. All transfers shall be logged to include date, time, transfer to/from, and name of individual completing transfer.

6.2.1.6. Operator shall have a policy & procedure for the placement of GSE, refueling equipment, chocking of equipment, bonding, and fueling of aircraft.

6.3. Defueling

6.3.1. Operator shall comply with aircraft manufacturer's instructions regarding defueling. Tested, uncontaminated defueled product removed from specific aircraft may be placed back into said aircraft.

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6.4. Notification

6.4.1. Operator shall notify Everest Fuel in the event of:

6.4.1 Potential service disruption.

6.4.2 Disruption in availability of fuel or other products.

6.4.3 Fuel contamination.

6.4.4 Misfuelling.

